Hawaii Department of Transportation

Safe Routes to School Program

Application Packet for Infrastructure and Non-Infrastructure Projects

Safe Routes to School, Project No. SRS-1500(52)
CALL FOR APPLICATIONS

For Federal Program Year 2010
Due November 30, 2009

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1.0 PROGRAM INFORMATION

1.1 INTRODUCTION

The State of Hawaii, Department of Transportation (DOT) is seeking applications to plan, develop, implement and evaluate eligible Safe Routes to School (SRTS) Infrastructure and Non-Infrastructure projects. Projects in each category must improve the ability of and/or encourage elementary and middle school children in grades K-8 to bicycle and/or walk to school. A minimum of 70 percent of available funds will be for Infrastructure projects and up to 30 percent of available funds will be Non-Infrastructure projects.

A selection committee will review and evaluate all qualified Infrastructure and Non-Infrastructure applications. Selected applications will be based on content, safety, need, costs and priority of the project. The number of Infrastructure and Non-Infrastructure grants awarded will be dependent on the number of qualified applications received and the costs of each proposal.

1.2 BACKGROUND

SRTS is a rising effort to increase safety and promote walking and bicycling to school through the "5 Es": Engineering, Education, Enforcement, Encouragement, and Evaluation. The 2005 SAFETEA-LU federal transportation bill included a new SRTS federal funding source of $5 million over five years for both infrastructure and noninfrastructure reimbursement grants.

Over the past two to three decades, there has been an incredible rise in obesity and physical inactivity in kids and adults. The impact on heath and health-care costs is high and will continue to rise dramatically. In 1969, roughly half of all kids walked or biked to school. Now, it's about 15 percent. For school trips less than one mile, 29 percent walk or bike. There is a strong correlation between communities with good bicycle and pedestrian environments, and having more active residents. Air quality and traffic congestion around schools has also become an issue.

1.3 TYPES OF PROJECTS

Infrastructure Projects

Infrastructure projects improve the ability of students to walk and bicycle to school. Examples may include:

- **Sidewalk improvements**: new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps.
- **Traffic calming and speed reduction improvements**: roundabouts, bulb-outs, speed humps, raised crossing, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures.
- **Pedestrian and bicycle crossing improvements**: crossings, median refuges, raised crossing, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, flashing beacons, pedestrian countdown signals, vehicle speed feedback signs, and pedestrian activated signal upgrades), and sight distance improvements.
- **On-street bicycle facilities**: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings.
- **Off-street bicycle and pedestrian facilities**: exclusive, multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.
- **Secure bicycle parking facilities**: bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.
- **Traffic diversion improvements**: separation of pedestrians and bicycles from vehicular traffic adjacent to schools, and traffic diversion away from school zones or designated routes to school.

Non-Infrastructure Projects

Non-Infrastructure projects encourage walking and bicycling to school. Examples may include:

- Creation and reproduction of promotional and educational materials;
- Development of a SRTS study or plan;
- Bicycle and pedestrian safety curricula, materials and trainers;
- Training, including SRTS training workshops that target school-and community-level audiences;
- Modest incentives for SRTS contests and incentives that encourage more walking and bicycling over time;
- Safety and educational tokens that also advertise the program;
- Photocopying, duplicating and printing costs, including CDs. DVDs, etc., and also mailing costs;
- Costs for data gathering, analysis, and evaluation reporting at the local project level;

- Substitute teacher pay, if needed, to cover for faculty attending SRTS functions during school hours;
- Costs for additional law enforcement or equipment needed for enforcement activities;
- Equipment and training needed for establishing crossing guard programs;
- Stipends for parent or staff coordinators; (typically to reimburse volunteers for materials and expenses needed for coordination and efforts);
- Costs to employ a SRTS program manager, which is a person that runs a SRTS program for an entire city, county or some other area-wide division that includes numerous schools; or
- Consultant costs (either nonprofit or for-profit) to manage a SRTS program.

1.4 FUNDING

Project costs or related activities are 100 percent federally funded. No state or local match is required. The SRTS program is a reimbursement program for cost incurred. **It is not a "cash-up front" program**. Costs incurred prior to receiving written authorization to proceed or activities conducted not according to applicable Federal, State and County laws, regulations, requirements and standards are not eligible for reimbursement.

2.0 PROGRAM REQUIREMENTS

2.1 PURPOSE

Infrastructure and Non-Infrastructure projects must meet at least one of the following purposes of the SRTS program:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

2.2 OUTCOMES

The successful implementation of projects can produce a variety of desired outcomes. These outcomes will assist in clarifying program purposes, project implementation, and project evaluations. Desired outcomes of the SRTS program include, but are not limited to the following:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and bicycling to and from schools
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety
- Reduced fuel consumption
- Increased community security
- Enhanced community accessibility
- Increased community involvement
- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

2.3 SCOPE

The scope of the SRTS program is comprehensive in nature. Infrastructure and Non-Infrastructure projects should incorporate directly or indirectly the five components, often referred to as the "5 E's". The 5 E's are:

- Engineering – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.
- Education – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.
- Enforcement – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, pedestrians in crossings , and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
- Encouragement – Using events and activities to promote walking and bicycling.
- Evaluation – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the project(s).

2.4 PROJECT LOCATION

Infrastructure Projects

Infrastructure projects must be partnered with a government agency (i.e. Counties, Department of Education, Department of Public Works, etc.). Please provide a letter of agreement with the government agency the applicant will be partnering with. Should your project be awarded the grant a Memorandum of Understanding or Memorandum of Agreement between the applicant and government agency will need to be submitted.

Infrastructure improvements must be constructed within the public right of way. This may include improvements on private land that have public access easements. Public property includes lands that are owned by a public entity. Construction must be located within approximately two miles of a primary or middle school (grades K – 8). Schools with grades that extend higher than grade 8, but which include grades that fall within the eligible range, are eligible to receive infrastructure improvements.

For Infrastructure projects on private land, there must be a written legal easement or other written legally binding agreement that ensures public access to the project. There must be an easement filed of record, which specifies the minimum length of time for the agreement to maximize the public investment in the project. The project agreement should clearly state in writing:

- The purpose of the project.
- The minimum timeframe for the easement or lease.
- The duties and responsibilities of the parties involved.
- How the property will be used and maintained in the future.

The infrastructure project must remain open for general public access for the use for which the funds were intended for the timeframe specified in the easement or lease. The public access should be comparable to the nature and magnitude of the investment of public funds.

Reversionary clauses may be appropriate in some instances. These clauses would assure that if the property is no longer needed for the purpose for which it was acquired, it would revert to the original owner.

Non-Infrastructure Projects

Traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (grades K – 8). Other eligible activities for Non-Infrastructure projects do not have a location restriction.

2.5 PROJECT SCHEDULE

All Infrastructure and Non-Infrastructure projects must be completed no later than two years following the date of the signed contract.

2.6 FEDERAL-AID PROGRAM

The SRTS program is a federal-aid program which requires extensive knowledge of federal regulations and processes. Because of the complexity, applicants are required to partner with government agencies who are familiar with these processes.

Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes and time schedules that may affect the project. Working with your community partners will help you identify specifics pertaining to your project.

3.0 APPLICATION PROCESS

3.1 SUBMISSION OF COMPLETE APPLICATIONS

Applicants must comply with the requirements of this application. Failure to provide a complete application at the time of submission may result in the application being deemed unacceptable and eliminated from consideration.

3.2 GENERAL INFORMATION

The applications will be evaluated by an evaluation committee.

Each application shall contain sufficient information to enable the evaluation committee to fully evaluate and determine the applicant's capability to comply with all requirements identified in this application.

The applicant shall respond to all requirements of this application clearly and completely so that the evaluation committee need not require any additional explanation, clarification, and interpretation. Applicants who fail to respond adequately, or fail to clarify or correct their application after having been notified or questioned by the evaluation committee may be eliminated from further consideration.

The DOT may reject any and all applications, if such action is in the best interest of the State of Hawaii, accept or reject any application, in whole or in part and waive informalities and minor irregularities in any application that is received.

If the applicant desires certain information in its application (i.e., trade secrets and other proprietary data) to remain confidential, the applicant shall submit a written request to the DOT asking that such information not be disclosed. The DOT will then make its determination as to whether such information will remain confidential and notify the applicant. The applicant must, within ten (10) days after receiving notice of the DOT's determination as to confidentially, notify the DOT in writing of the applicant's decision to withdraw the application in its entirety or have the application considered without the purported confidential information.

The information that is determined to be confidential shall accompany the application and be readily separable in order to facilitate public inspection of the non-confidential portion. Price is not considered confidential and will not be withheld from public

3.3 PROCEDURES

Each sealed application shall include one (1) original and six (6) copies (the original shall be cleared, marked, "ORIGINAL" and copies clearly marked "COPY" and shall be packaged in such a manner that the outer wrap of its package shall be addressed as follows:

Safe Routes to School Program Coordinator
Department of Transportation
State of Hawaii
Highways Division, Traffic Branch
601 Kamokila Boulevard, Rm 602
Kapolei, Hawaii 96707

3.4 SCHEDULE OF EVENTS

The dates set forth below represents the DOT's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule through the Notice to Proceed will likely be adjusted by the same number of days.

Milestone	Date
Call for application	September 30, 2009
Deadline for Request for Clarification	November 16, 2009
Due Date for Proposals	November 30, 2009 2:00 P.M. (HST)

Notice of Award Within 90 days from Proposal Due Date

Notice to Proceed Within 90 days from Notice to Award

3.5 INFRASTRUCTURE APPLICATION QUESTIONS

Describe the following in detail
(If any questions are not applicable to your particular situation, please indicate by stating "n/a".)

OBSTACLES AND ISSUES: Tell us the current conditions for walking and bicycling to your school.

a) What are the current obstacles (physical or perceived) which prevents more students from walking and bicycling to/from school?
b) Provide relevant information such as traffic counts, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, land owner issues, etc. as appropriate.
c) Provide a description of the affected school population and the neighborhood traffic issues.
d) Provide the following information about the affected school and student population:
    1) School Name
    2) Grades of students at school
    3) Number of students at school
    4) Number of students K-8 at school
    5) Distance eligibility for riding a bus (radius) in miles
    6) Number of K-8 Students who currently walk to school
    7) Number of K-8 Students who currently bicycle to school
    8) Number of K-8 Students currently driven to school
    9) Number of K-8 Students currently bussed to school
    10) Number of K-8 children eligible for bussing
    11) Number of K-8 students living within two miles of the school
e) Describe any existing programs at the school that educate and encourage walking and bicycling to school.
f) Does your school have a current traffic safety plan, Traffic Engineering Assistance Program (TEAP) study, and/or a Safe Routes to School plan? If so please attach a copy.
g) Provide a map indicating a 2-mile radius of the school and identify the location of the school, proposed project, neighborhoods served by the school, etc. Please limit map sizes to no larger than 8.5"x11".

PROPOSED PROJECT: Tell us about your project. How do you propose to solve the obstacles and issue(s) identified above?

a) Describe the infrastructure component.
b) How will the infrastructure component address the problem(s) identified above?
c) How will the infrastructure improvement increase the number of students walking and bicycling to school?
d) How will student safety be improved?

e) Explain what other alternatives were investigated and why they were not valid solutions.
f) Explain who will maintain the facility. Document the commitment to continue maintenance of the facility.
g) Who will manage development of the project if different from the contact person?
h) Describe the noninfrastructure components (education, encouragement, and enforcement) related to your project.
i) How will the noninfrastructure components of your project increase the number of students walking and bicycling to school?
j) Who you are going to target with your project?

SCHEDULE: Describe your project development schedule from start to finish.

The SRTS program is a federal-aid program which requires extensive knowledge of federal regulations and processes. Because of the complexity, applicants are required to partner with government agencies who are familiar with these processes.

Applicants are encouraged to hold pre-application meeting with appropriate federal, state and local government agencies (including the Metropolitan Planning Organization or Regional Planning Affiliation-the agencies responsible for local transportation planning and programming) to determine requirements, processes and time schedules that may affect the project. Working with your community partners will help you identify specifics pertaining to your project.

Based upon receiving written "authorization to proceed" from DOT, how quickly can you begin your project? Please include the following information in your discussion.

Estimated Project Development Schedule:

Project Development:	Start Date_____	Completion Date_____
Project Implementation:	Start Date_____	Completion Date_____
Project Evaluation:	Start Date_____	Completion Date_____

REMINDER: Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects must be completed no later than two years following the date of the signed contract.

PARTNERS: Who are your partners? What collaborations have you created to ensure the success of your project?

Provide information on the consultation and support for the project.

Participating Organizations. List the participants and the roles they will play in the development of your project. Be specific. Provide a letter of agreement with the government agency the applicant will be partnering with. Should your project be awarded the grant a Memorandum of Understanding or Memorandum of Agreement between the applicant and government agency will need to be submitted proof that your partners are in agreement with the project and will play a specific role in the project. Partners could include but not limited to: school officials, local traffic engineers, law enforcement agencies, public health agencies or organization, school-based associations, local elected officials, non-profit groups, bicycle clubs, local businesses, other community groups, etc.

When the applicant is a school or non-profit organization, and the infrastructure project is located off school property, a resolution of endorsement is required from the jurisdiction responsible for the project location.

EVALUATION: The program goal is to enable and encourage more children to walk and bicycle to school. How will you measure your success? What method will you use to determine whether more children are walking and bicycling to school?

Describe how you will measure your project's success. Your measurement should minimally include before and after figures for the following:

- Number of students walking
- Number of students bicycling
- Number of students driven
- Number of students bussed

COST ESTIMATE: Itemize your project costs.

Your cost estimates should be completed on the Infrastructure Project Cost Estimate form detailed in Appendix B. Any anticipated costs for educational and encouragement activities should be included as well. Local funds and in-kind donations are not required. An example of a completed form follows the blank form in Appendix B.

Keep in mind that **minimum** funding for infrastructure projects is set at **$25,000**, and **maximum** project funding is set at **$800,000**.

Please provide the estimated cost per student, i.e. the amount of SRTS funding requested divided by the total number of K-8 students living within two miles of your school.

3.6 NON-INFRASTRUCTURE APPLICATION QUESTIONS

Describe the problem in detail.
(If any questions are not applicable to your particular situation, please indicate by stating "n/a".)

OBSTACLES AND ISSUES: Tell us the current conditions for walking and bicycling to your school.

Describe the problem in detail.
(If any questions are not applicable to your particular situation, please indicate by stating "n/a".)

a) What are the obstacles (physical or perceived) which prevents more students from walking and bicycling to/from school?
a) Provide relevant information such as traffic counts, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, land owner issues, etc. as appropriate.
b) Provide a description of the affected school population and the neighborhood traffic issues.
c) Provide the following information about the affected school and student population:
    1) School Name
    2) Grades of students at school
    3) Number of students at school
    4) Number of students K-8 at school
    5) Distance eligibility for riding a bus (radius) in miles
    6) Number of K-8 Students who currently walk to school
    7) Number of K-8 Students who currently bicycle to school
    8) Number of K-8 Students currently bussed to school
    9) Number of K-8 Students currently driven to school
    10) Number of K-8 children eligible for bussing
    11) Number of K-8 students living within two miles of the school

If additional schools are involved, please include their information as an attachment.

d) Describe any existing programs at the affected school that educate and encourage walking and bicycling to school.
e) Does your school have a current traffic safety plan, Traffic Engineering Assistance Program (TEAP) study, and/or a Safe Routes to School plan? If so, please attach a copy.
f) Provide a map indicating a 2-mile radius of the school and identify the location of the school, hazards, proposed project, neighborhoods served by the school, etc. Please limit map sizes to no larger than 8.5"x11".

PROPOSED PROJECT: Tell us about your project. How do you propose to solve the obstacles and issues identified above?

Describe the proposed project:

a) Describe the activity you plan to implement.
b) How will it address the problem(s) identified above?
c) Who will manage the project if different from the contact person?
d) Who are you going to target with your project?

SCHEDULE: Describe your project development schedule from start to finish

The SRTS program is a federal-aid program which requires extensive knowledge of federal regulations and processes. Because of the complexity, applicants are required to partner with government agencies who are familiar with these processes.

Based upon receiving written "authorization to proceed" from Hawaii DOT, how quickly can you begin your project? Please include the following information in your discussion.

Estimate Project Development Schedule:

a) Project Development	Start Date_____	Completion Date_____
b) Project Implementation	Start Date_____	Completion Date_____
c) Project Evaluation	Start Date_____	Completion Date_____

Any work performed by the proposer prior to receiving written authorization to proceed is not eligible for reimbursement. All projects must be completed no later than two years following the date of the signed contract.

PARTNERS: Who are your partners? What collaborations have you created to ensure the success of your project?

Provide information on the consultation and support for the project.

Participating Organizations. List the participants and the roles they will play in the development of your project. Be specific. Please provide proof you're your partners are in agreement with the project and will play a specific role in the project. Partners could include but not limited to: school officials, local traffic engineers, law enforcement agencies, public health agencies or organization, school-based associations, local

elected officials, non-profit groups, bicycle clubs, local businesses, other community groups, etc.

EVALUATION: The program goal is to enable and encourage more children to walk and bicycle to school. How will you measure your success? What method will you use to determine whether more children are walking and bicycling to school?

Describe how you will measure your project's success. Your measurement should minimally include before and after figures for the following:

- Number of students walking
- Number of students bicycling
- Number of students driven
- Number of students bussed

Also indicate how many students were reached with your program.

COST ESTIMATE: Itemize your project costs.

Your cost estimate should be completed on the following form. Any anticipated costs for educational and encouragement activities should be included as well. Local funds and in-kind donations are not required. An example of a completed form follows the blank form in Appendix B.

Keep in mind that **minimum** funding for non infrastructure projects is set at **$3,500**.

Please provide the estimate cost per student, i.e. the amount of SRTS funding requested divided by the total number of K-8 students living within two miles of your school.

4.0 PROJECT SELECTION

The Evaluation Committee as a minimum will be composed of representatives from the State of Hawaii, Department of Transportation.

Points will be awarded based on how effectively the application satisfies the SRTS requirements, with a maximum possible point total of 100. The following criteria will be used to evaluate the proposals:

Infrastructure Scoring Criteria (maximum points: 100)

OBSTACLES AND ISSUES (25 points)

PROPOSED PROJECT (30 points)

SCHEDULE (5 points)

PARTNERS (12 points)

EVALUATION (13 points)

PROJECT COST (15 points)

Non-Infrastructure Scoring Criteria (maximum points: 100)

OBSTACLES AND ISSUES (25 points)

PROPOSED PROJECT (30 points)

SCHEDULE (5 points)

PARTNERS (12 points)

EVALUATION (13 points)

PROJECT COST (15 points)

Discussions may be conducted with responsible applicants who submit applications determined to be technically responsible of being selected for award. The DOT reserves the right to have the Evaluation Committee request one or more discussions with an applicant on 72 hours prior notice for purposes of better understanding the application and the responsiveness of the application to the requirements.

The Evaluation Committee may also contact any reference contained in any application.

The DOT reserves the right to reject any or all applications, to undertake discussions with more applicants, and to accept that application or modified application which, in the DOT's judgment, will be most advantageous to the DOT and the State of Hawaii, cost, price and other factors considered. The DOT reserves the right to waive any defects in the application.

Appendix A
Contact List

1) Laura Manuel
   Interim Safe Routes to School Program Coordinator
   State of Hawaii
   Department of Transportation
   Highways Division, Traffic Branch
   601 Kamokila Boulevard, Rm 602
   Kapolei, Hawaii 96707
   email: laura.manuel@hawaii.gov

2) Alvin Takeshita
   State Traffic Engineer
   State of Hawaii
   Department of Transportation
   Highways Division, Traffic Branch
   601 Kamokila Boulevard, Rm 602
   Kapolei, Hawaii 96707
   email: alvin.takeshita@hawaii.gov

Appendix B
Project Cost Estimate Forms and Examples

Hawaii Department of Transportation
Form SRTS-1 (07-07)

Hawaii Safe Routes to School Program
Infrastructure Project Cost Estimate
(Local funds and in-kind donations are not required)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
Preliminary Engineering							
Materials							
Land Acquisitions							
Right of Way Appraisals							
Right of Way Acquisition							
Right of Way Agent							
Survey of new Right of Way							
Temporary Const. Easement							
Other Construction Expenses							
Educational /Encouragement Expenses							
Promotion/Advertising							
Printing - flyers							
Educations/Encouragement Materials/Supplies							
Other Educational/ Encouragement Expenses							
TOTALS							

Indirect costs (overhead) will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Examples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.

Sample of Completed Cost Estimate for Infrastructure Project
(Local funds and in-kind donations are not required)

Item 200-Ft. Sidewalk Project	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
Preliminary Engineering							
Excavation & overburden removal	166	Cu Yd	$20.00	$3,320			$3,320
Reconditioning	6,451	Sq Ft	0.8	5,160			5,160
Tree Removal	8	Each	300	1,200	$1,200		2,400
Concrete Removal	825	Sq Ft	1.5		1,237		1,237
Asphalt Removal	2,000	Sq Ft	1.5		3,000		3,000
Tree Replacement	8	Each	500	4,000			4,000
Irrigation adjustment	0	Sq Ft					0
Phone Ped Relocation	1	Each	2,500.00	2,500			2,500
Permits	0						0
Materials							
Sidewalk	5,184	Sq Ft	5.5	28,512			28,512
Sidewalk Ramp	267	Sq Ft	12.5	3,337			3,337
Truncated Domes	32	Sq Ft	50	800	800		1,600
Flagstone Wall	1	LS				$4,500	4,500
Concrete Pavement	1,467	Sq Ft	7	10,269			10,269
Asphalt Pavement	1,467	Sq Ft	3	4,401			4,401
Curb & Gutter	550	Lin Ft	30	16,500			16,500
Sod Replacement	0	Sq Ft					0
Land Acquisitions							
Right of Way Appraisals	1	Each	5,000.00	5,00			5,000
Right of Way Acquisition	3,222	Sq Ft	20	38,440		26,00	64,440
Right of Way Agent	1	Each	12,000	12,000			12,000
Survey of new Right of Way	1	Each	2,000	2,000			2,000
Temporary Const. Easement	3,334	Sq Ft	6.6	22,004			22,004
Other Construction Expenses							
Materials Testing	1	LS	5,000.00	5,000			5,000
Mobilization	1	LS	5,000.00	5,000			5,000
Traffic Control	0						0
Educational /Encouragement Expenses							
Promotion/Advertising	0						0
Printing - flyers	5,000	Each	0.1	500			500
Educations/Encouragement Materials/Supplies	0						0
Other Educational/ Encouragement Expenses							
Kainoa Tam, Professional Consultant to organize walking school bus	10	Hour	32	320			320
TOTALS				$170,263	$6,237	$30,500	$207,000

Indirect costs (overhead) will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Examples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.

Hawaii Department of Transportation
Form SRTS-2 (07-07)

Hawaii Safe Routes to School Program
Noninfrastructure Project Cost Estimate

(Local funds and in-kind donations are not required.)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
External Personnel (include hourly rate)							
Internal Personnel (overtime or non-paid time)							
Equipment and Supplies							
Promotion/Advertising							
Postage							
Printing							
Facility Rental							
Other							
TOTALS							

Indirect cost (overhead) will not be reimbursed. Indirect cost are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect cost include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.

Sample of Completed Cost Estimate for Noninfrastructure Project

(Local funds and in-kind donations are not required)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
External Personnel (include hourly rate)							
Keoki Ong, Certified Cycling Instructor, training grades 4-6	200	Students	$25	$5,000			$5,000
Keoki Ong, Certified Cycling Instructor, training PE teacher	10	hours	75	750			750
Consultant to implement encouragement program	100	hours	50	5,000			5,000
Graphic Designer	20	hours	30	300		$300	600
Internal Personnel (overtime or non-paid time)							
Ann Smith, PE Teacher (after school hours)	100	hours	30	1,500	$1,500		3,000
Equipment and Supplies							
Markers for mapping project	10	pkg	5	50			50
Map's for children's bike & walk study	20	ea	5	100			100
Blinking safety lights	200	ea	4	800			800
Promotion/Advertising							
Newspaper ads promoting driver safety	4	ea	200	300		500	800
Postage							0
Printing							
Brochures by In-Kind Printing	500	ea	2			1,000	1,000
Facility Rental							
City Center Rec Room	1	ea	150		150		150
Other							
Refreshments for day training	1	ea	150			150	150
TOTALS				**$13,800**	**$1,650**	**$1,950**	**$17,400**

Indirect cost (overhead) will not be reimbursed. Indirect cost are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect cost include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.

Hawaii Department of Transportation
Form SRTS-1 (09-09)

Hawaii Safe Routes to School Program
Infrastructure Grant Application

APPLICATION INSTRUCTIONS AND CHECKLIST

The application is designed to help us learn as much about your project as possible. We want to learn about your current situation. What are the obstacles preventing children from walking and bicycling to school? Who are your partners and how did you develop this collaboration? How quickly can you start your project? How will you track your progress and success? What is the estimated cost of your project?

Your answers to the grant application questions are very important in helping us select the best projects. If some of the requested information is not provided, your project will not score well. Please be complete, but also concise.

Important Dates

November 30, 2009 Completed applications received by the Hawaii Department of Transportation (HDOT) Highways Division Traffic Branch by 2:00 pm (HST)

February 28, 2010 Projects anticipated to be selected for funding by the Hawaii Transportation Commission

Application Checklist

- ☐ Contact Information Sheet is completed
- ☐ Questions are answered in concise narrative
- ☐ Answers are brief, but clear
- ☐ The Cost Estimate is complete
- ☐ All appropriate documents are attached (i.e., maps, letters of agreement, etc.)

Completed application (one original and six copies) will be delivered by 2:00 pm on November 30, 2009 to:

Laura Manuel
Interim Safe Routes to School Program Coordinator
Hawaii Department of Transportation
Highways Division, Traffic Branch
601 Kamokila Boulevard, Rm 602
Kapolei, Hawaii 96707

If you have any questions, contact Laura Manuel at laura.manuel@hawaii.gov or at (808) 692-7695.

Hawaii Department of Transportation
Form SRTS-1 (07-07)

Hawaii Safe Routes to School Program
Infrastructure Grant Application

CONTACT INFORMATION SHEET

Please complete the information below and **include this page as the first page of your application.** The person identified as the Contact will be the main point of contact for Hawaii DOT staff.

Organization (check one) School ☐ District ☐ City ☐ County ☐ State ☐ Other ☐

Project Title: _____

Contact Name: _____

Contact Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Best Phone # to Call: _____

Contact E-mail: _____

Contact Fax: _____

Amount of SRTS Funding Requested: _____

School District: _____ School Name: _____

Brief Description of Your Project: _____

The award of Safe Routes to School funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement or maintenance; and the furnishing of materials for this project shall not involve direct or indirect interest of any state, county or city official, elective or appointive. All of the above are prohibited by Hawaii Revised Statute §84-11, §84-11.5, §84-13, §84-14, §84-15. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of Safe Routes to School funding and authorize a complete recovery of any funds previously disbursed.

Certification

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the applicant. I understand the following OFFICIAL ENDORSEMENT binds the applicant to assume responsibility for adequate maintenance of any new or improved facilities.

I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Department is required prior to authorization of funds.

Representing the _____

_____ _____
Signature Date

_____ _____
Typed Name and Title Date

Hawaii Department of Transportation
Form SRTS-2 (07-07)

Hawaii Safe Routes to School Program
Noninfrastructure Grant Application

CONTACT INFORMATION SHEET

Please complete the information below and **include this page as the first page of your application.** The person identified as the Contact will be the main point of contact for Hawaii DOT staff.

Organization (check one) School ☐ District ☐ City ☐ County ☐ State ☐ Other ☐

Project Title: _____

Contact Name: _____

Contact Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Best Phone # to Call: _____

Contact E-mail: _____

Contact Fax: _____

Amount of SRTS Funding Requested: _____

School District: _____ School Name: _____

Brief Description of Your Project: _____

The award of Safe Routes to School funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement or maintenance; and the furnishing of materials for this project shall not involve direct or indirect interest of any state, county or city official, elective or appointive. All of the above are prohibited by Hawaii Revised Statute §84-11, §84-11.5, §84-13, §84-14, §84-15. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of Safe Routes to School funding and authorize a complete recovery of any funds previously disbursed.

Certification

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the applicant. I understand the following OFFICIAL ENDORSEMENT binds the applicant to assume responsibility for adequate maintenance of any new or improved facilities.

I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Department is required prior to authorization of funds.

Representing the _____

_____ _____
Signature Date

_____ _____
Typed Name and Title Date